

5 August 1969

TO: Director, OSA

SUBJ: Bimonthly Report, SUPPLY DEPOT, 9 Jun 69 - 31 Jul 69

This report is the first in a series of bimonthly reports to be submitted from [redacted] office assigned to the DEPOT. If future workloads permit this report will be submitted on a monthly basis.

2. GENERAL:

A. On 9 Jun 69 [redacted] prepared to assume duties of [redacted] Ref [redacted] 1117. Total assumption of [redacted] duties was accomplished on 25 Jun 69, concurrent with the departure on PCS-leave of Iden A.

B. [redacted] 4368. Procedures Implementation cable was reviewed by DEPOT Comdr and [redacted] Both agreed that the contents followed very close to what both had intended to be the course of action at the DEPOT. The DEPOT Comdr presently has Section Chiefs reviewing ref cable and submitting comments to the DEPOT Comdr. One point still under consideration by the DEPOT Comdr is the recommendation to establish a 24 hour duty officer to cover DEPOT areas. At present the DEPOT is undermanned by [redacted] personnel positions recently approved by HQ USAF, AFOMC. It is felt that DEPOT Comdr will comment re the 24 hour duty officer upon receiving comments from Section Chiefs. [redacted] responded to ref cable in [redacted] 345.

C. Until [redacted] receptionist can EOD and be OJT'd, [redacted] must disburse his time in slim ratios. It is anticipated that a longer than normal OJT period will be required for the receptionist. To [redacted] knowledge she has not been previously employed and of late has devoted her total time to housewife duties. [redacted] has several admin tasks identified for delegation to the receptionist. Due to the shortage of secretaries within the DEPOT [redacted] has been performing his own admin tasks, typing, including letting the phone ring when absent from the [redacted] office. [redacted] offered the spare outer office to the DEPOT Comdr for use by a DEPOT secretary, if such secretary would answer [redacted] phone. No secretary was offered.

[redacted] office space has been completed. [redacted] checker's office, [redacted] to a HQ [redacted] need updating. [redacted] as the electric [redacted] fires moving [redacted] for efficient use of motion [redacted] construction electrician estimated [redacted] ter completion of contract, would require [redacted] lary and contract fees, for an approx [redacted] intends to move the button himself.

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F. Iden B and Iden C of [REDACTED] WESCO have both visited [REDACTED] office on several occasions and have offered assistance and guidance. This is welcomed visiting. Both Idens have teleconed on regular occasions to review [REDACTED] needs and status. 25X1A

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G. Iden D, WESCO for [REDACTED] has visited the DEPOT on several occasions on pre-planned actions. With each visit it appears that [REDACTED] and Iden D come closer together in a cooperative relationship. [REDACTED] offered Iden D assistance where necessary to avoid Iden D having to drive [REDACTED] from his office to the DEPOT. 25X1A

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H. [REDACTED] initiated following procedures/items:

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(1) All dispatched cable traffic will be routed through the DEPOT Comdr. Heretofore [REDACTED] traffic was withheld from the DEPOT Comdr unless specifically handcarried to the DEPOT Comdr by the [REDACTED] rep. 25X1A

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(2) [REDACTED] has scheduled himself to attend all [REDACTED] meetings. 25X1A

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(3) [REDACTED] avails himself to meet all visitors from staff offices of HQ USAF or [REDACTED] 25X1A

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(4) [REDACTED] cables that may carry potential impact are pre-coordinated with the DEPOT Comdr or D/Comdr prior to release. However, if circumstances demand, [REDACTED] will rely upon the [REDACTED] channel of cable communication. 25X1A

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3. PERSONNEL:

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A. [REDACTED] office is now manned by 2 [REDACTED] personnel: [REDACTED] as Liaison and Security rep, and [REDACTED] as Commo Tech. EOD processing of Iden E as receptionist was initiated by pouching of a PHS kit to HQ on 23 May 69. 25X1A

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B. During the interim period, prior to EOD of the receptionist, a loaned DEPOT secretary is checking badges. [REDACTED] does not have use of the secretary's admin time, as that remained with her parent office. 25X1A

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C. The Commo Tech has offered his time, over and above his Commo duties, to [REDACTED] This has been welcomed assistance. However, [REDACTED] leaves the Commo Tech free to perform Commo tasks without inroads from [REDACTED] tasks. 25X1A

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4. FINANCE:

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A. [REDACTED] is identifying imprest fund expenditure responsibility by indicating Division of interest on the monthly imprest fund accounting. This is not an easy task as our own cover practices masks the parties involved on many cargo shipments between customer and vendor/contractor. However, a method of giving a based estimate on Division expenditures was originated by [REDACTED] with most leg work done by the Commo Tech. 25X1A

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B. Approval was granted by HQ to utilize [redacted] to purchase new employee identification badges. After approval, [redacted] purchased a rubber stamp and with same eliminated need for an additional color of badge. The badges will now cost approx [redacted] A neighboring unit on host base has offered to let [redacted] use its new picture taking and laminating equipment for the initial print of the new badges.

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C. Approval was granted by HQ to utilize [redacted] for a opening-closing motor, for a large steel cargo door. The motor has been installed for [redacted] The electrical parts will consume the remaining [redacted]

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5. SECURITY:

A. A cardex system is being developed for use by the receptionist to identify clearance status of each DEPOT employee and very-frequent visitor(s). This cardex will also hold a photo of subject employee. This cardex system will afford fingertip iden of personnel, save having to telecon [redacted] or HQ for clearance status and offer a little more courtesy to visitors.

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E. On occasion visitors to the DEPOT have arrived with only 1 or 2 DEPOT-type clearances certified. During visits discussions into other projects was introduced. [redacted] recommends visitors to DEPOT pre-certify all DEPOT-type clearances to avoid delay of discussions while additional clearances are being certified.

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C. Iden B has offered to send an experienced safe expert from [redacted] to offer a quick OJT session to [redacted] is the safe expert in the DEPOT.

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D. [redacted] reinstated an evening physical security check of DEPOT areas. DEPOT personnel are attentive to evening lock up procedures. No security violations have been found in this area.

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F. One security incident did occur. An employee placed classified waste in an unclassified container. This container would have been collected by an uncleared janitor. The employees involved were lightly reprimanded. No written violation was forwarded to DEPOT Comdr as review of this incident led [redacted] to believe more cooperation was developed by not officially reprimanding subjects involved.

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F. The DEPOT Comdr is enthusiastic in cooperating with [REDACTED] in implementing good security practices. Following recommendations have been accepted and put into practice by DEPOT Comdr:

(1) All in/out baskets will be empty each night whether classified or unclassified.

(2) All containers with locking devices that contain unclassified materiel will be so identified.

(3) All possible paper work will be cleared from desks each night to avoid inter-mix of classified materiel.

(4) Reactivation of cypher locks at particular doors to compartmentize working areas.

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G. [REDACTED] is only [REDACTED] manned versus manning document. For this reason the [REDACTED] (Deputy Comdr) disapproved a request [REDACTED] to have guards placed with a shipment of classified cargo. This cargo was [REDACTED] property being G-141'd to [REDACTED] operating site and was a mix of unclassified and TOP SECRET. DEPOT placed a warehouseman on the shipment until the HQ courier took over 2 hours before wheels up time. Considering the austere manning the DEPOT is experiencing, the withdrawal of 1 man from technical supply duties does merit some review.

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H. An admin-supply type security violation occurred at [REDACTED] operating site. [REDACTED] staffed with all parties available in immediate area and related findings to [REDACTED] operating site in [REDACTED] 1447.

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I. [REDACTED] requested some security-education type aids in [REDACTED] 1344. Even after some time with HQ these aids had outstanding impact on [REDACTED] re HQ security practices.

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6. MATERIEL:

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A. 429 line items, approx [REDACTED] in value, from various ADP accounts were transferred to account "SZ", [REDACTED] during week of 18 Jul 69.

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B. An arrangement has been made with a commercial trucking firm [REDACTED] to transport materiel [REDACTED] This is the only method of surface shipment [REDACTED]

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7. CONCLUSION:

This report will increase in content and import as workloads and communication inroads allow. Recommendations from HQ re this report are invited.

IDENTS TO TROLLEY
MONTHLY REPORT

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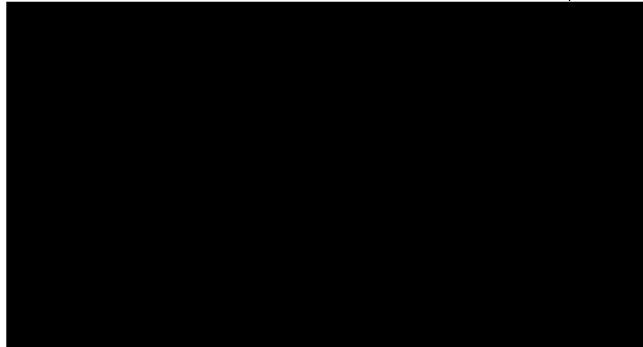
IDENT A

IDENT B

IDENT C

IDENT D

IDENT E



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